



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

December 2017

Table of Contents

Performance Measures

[Police Calls and Service Times](#)

[Condition Index for Streets](#)

[Diversion Rate of Solid Waste from Disposal at a Landfill](#)

[Water Quality Testing Results](#)

[Permits - \\$97,819.62](#)

[Value of Private Construction](#)

[Private Construction Inspections Performed](#)

Budget Status

Central Purchasing

[Current Procurements](#)

[Completed Procurements](#)

[Pending Procurements](#)

Capital Projects

[Pump Station Replacement/Rehabilitation](#)

[Sewer Rehabilitation and Water Distribution](#)

[Water Tank Rehabilitation](#)

[New Water Treatment Plant \(WTP\)](#)

[Landfill Gas Mitigation](#)

[Maintenance Facilities](#)

[Road Resurfacing](#)

[Main Street Reconstruction](#)

[Cornhill Street Sidewalks](#)

[Wayfinding Sign Program](#)

Personnel Update

[New Hires](#)

[Promotions/Internal Vacancies Filled](#)

Law Office Report

[Open Litigation](#)

[Adopted Legislation](#)

City Clerk

[Public Safety Update](#)

[Fire Department](#)

[Emergency Management](#)

[Police Department](#)

[Building Activity](#)

[Planning Activity](#)

[Comprehensive Planning](#)

[Current Planning](#)

[Community Development](#)

[Historic Preservation](#)

[Economic Development](#)

[Recreation & Parks](#)

[Administration](#)

[Parks](#)

[Harbormaster](#)

[The Harbormaster's Office planned and executed an outstanding Lights Parade on December 9th, despite frigid temperatures and significant snow.](#)

[Transportation](#)

[Monthly News](#)

[Activity Report](#)

Performance Measures

Police Calls and Service Times

* NOTE: Calls for Service listed here, separate frequent checks from all other calls for service. There are 5,805 frequent checks to date for 2017.

Month	2014	2015	2016	2017	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Response	Fired/
January	2894	2571	2673	2748 + 723 fc	1:27 Minutes				
February	2714	2422	2585	2336 + 421 fc	2:11 Minutes				
March	2885	2714	2884	3557 + 504 fc	1:56 Minutes				
April	3005	2808	2925	2736 + 462 fc	1:45 Minutes				
May	3197	2961	3089	3050 + 609 fc	2:05 Minutes				
June	3161	3059	3096 +630 fc	3067 + 706 fc	1:45 Minutes				
July	3515	3076	2945 +495 fc	3370 + 328 fc	2:15 Minutes				
August	3280	3064	2824 +209 fc	3081 + 251 fc	2:04 Minutes	12 = 1:52	5 = 2:07	20 = 2:13	
September	3129	2892	2689 +404 fc	2926 + 316 fc	1:55 Minutes	15 = 1:20	9 = 2:24	8 = 2:01	
October	3158	2805	2813 +615 fc	3142 + 302 fc	2:27 Minutes	19 = 3:17	3 = 2:49	10 = 1:17	
November	2763	2871	2502 +616 fc	2978 + 692 fc	2:08 Minutes	15 = 2:44	5 = 2:24	7 = 1:18	
December	2551	2512	2579 + 608 fc	2888 + 491 fc	3:02 Minutes	3 = 3:55	6 = 0:47	4 = 4:25	
Totals	36252	33,755	28,523	41,684 (35,879 w/o fc)					
Avg Per Day	98.5	92.4	93.8 cfs	114.2/ CFS Day					

Crime

Crime Summary: UCR Report:

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg- Res	Burg-Com	Larceny	MV Theft	Total
DEC 17	0	1	2	6	9	8	4	40	2	72
DEC16	0	1	6	2	9	14	5	76	7	120
Diff +/-	0	0	-4	+4	0	-6	-1	-36	-5	-48
Diff % +/-	0.00	0.00	-66.67	+66.67	0.00	-42.86	-20.00	-47.36	-71.43	-40.00
				Monthly	Total				Monthly	Total
Violent Crime Diff +/-				0.00	0.00	Property Crime Diff+/-54			-48	-47.05

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY18 paving total – 1.73 miles (July 1, 2017 through December 2017)

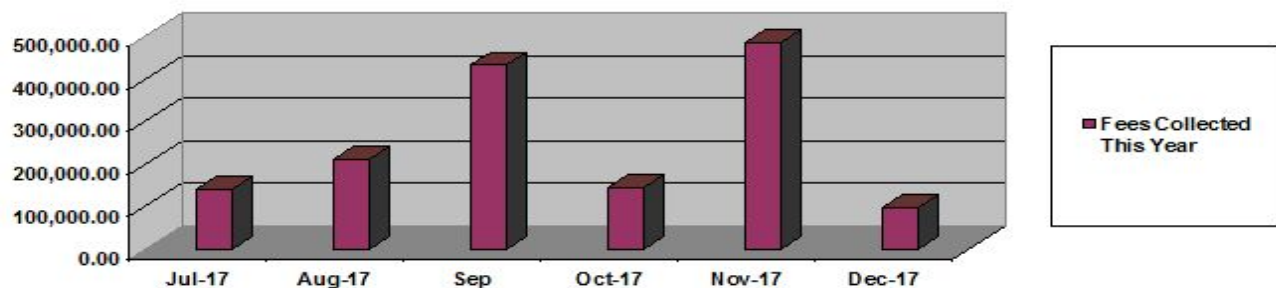
Diversion Rate of Solid Waste from Disposal at a Landfill

- December diversion rate – 43.5%
- 12-month (January 2017 – December 2017) diversion rate – 40.8%

Water Quality Testing Results

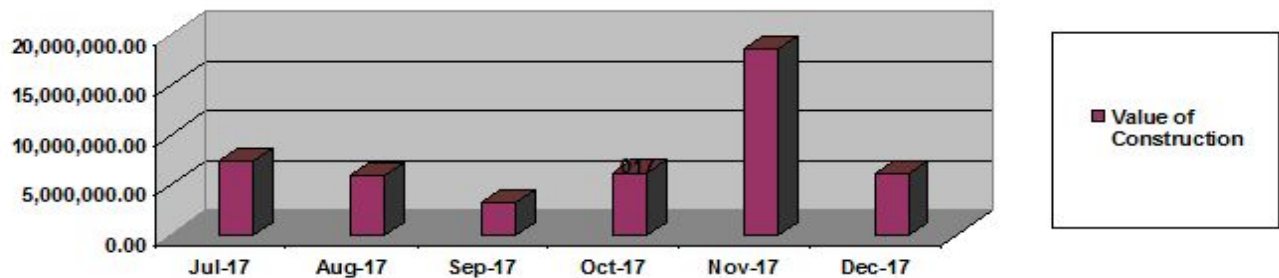
- There were no water quality issues with the December 2017 water samples.
- There have been no water quality issues with water samples taken in 2017.

Permits - \$97,819.62



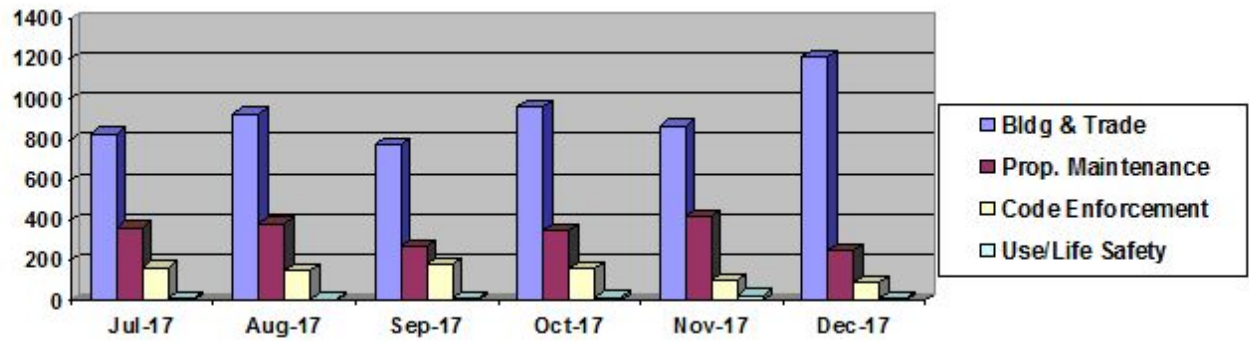
Value of Private Construction

\$6,129,534.70



Private Construction Inspections Performed

1,210 Building and Trade Inspections; 90 Code Enforcement Inspections; 9 Use/Life Safety Inspections; 250 Property Maintenance- *(Includes 178 apartment units at Woodside Gardens and 1-34 S. Monroe)*

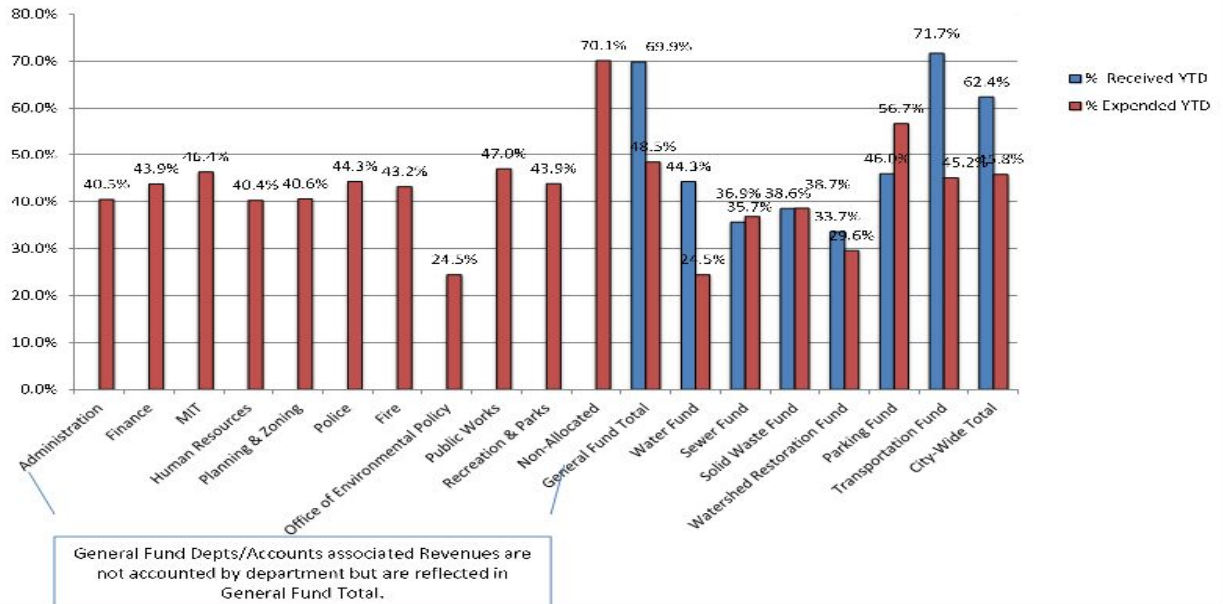


Budget Status

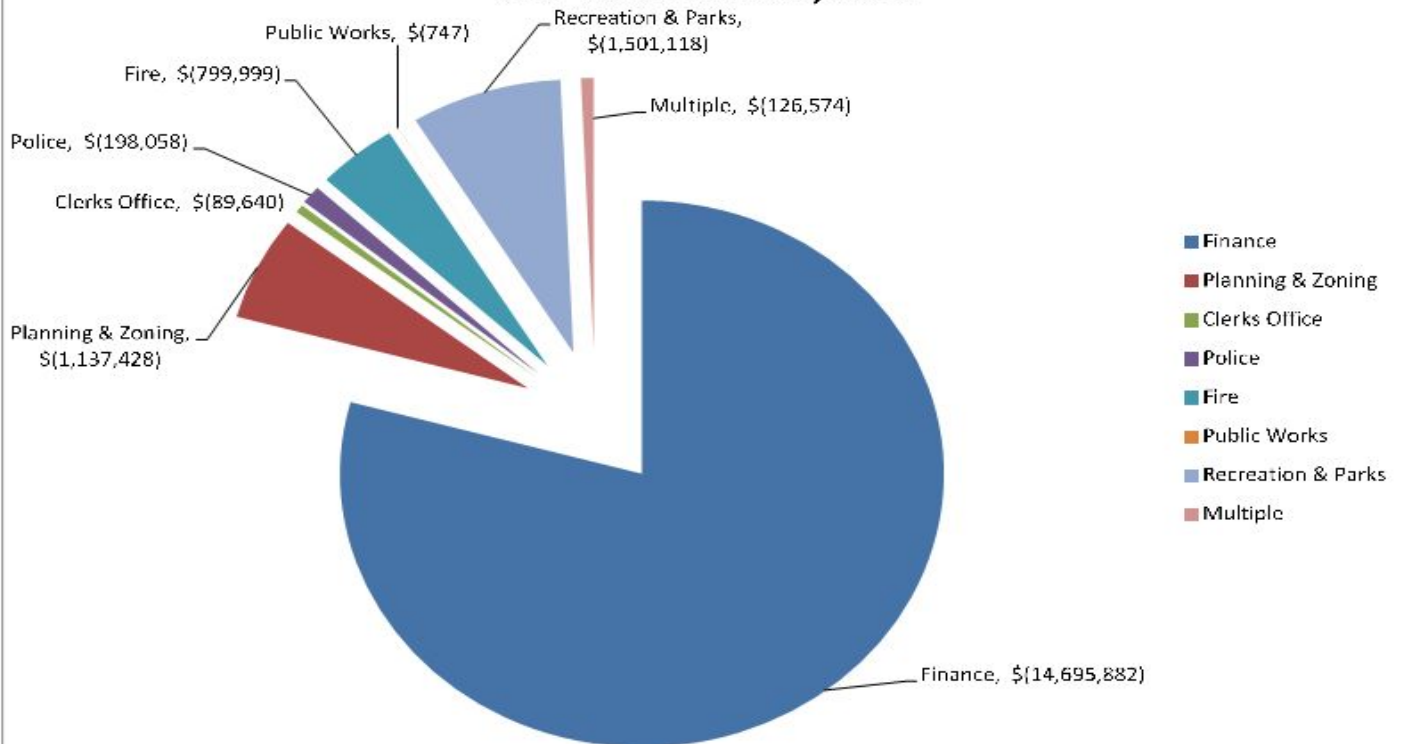
YTD Percentages: Revenue & Expenditures						
December 2017; YTD Target %: 50%						
	Revenues	% Received YTD	Budget	Expenditures	% Expended YTD	Budget
Administration				1,089,430	40.5%	2,688,347
Finance				1,121,419	43.9%	2,556,986
MIT				841,031	46.4%	1,813,466
Human Resources				314,186	40.4%	778,568
Planning & Zoning				1,539,234	40.6%	3,787,409
Police				8,345,300	44.3%	18,822,932
Fire				7,426,483	43.2%	17,171,740
Office of Environmental Policy				110,586	24.5%	451,912
Public Works				3,812,522	47.0%	8,104,055
Recreation & Parks				2,138,947	43.9%	4,873,028
Non-Allocated				9,367,700	70.1%	13,359,270
General Fund Total	52,037,542	69.9%	74,487,718	36,106,838	48.5%	74,407,713
Water Fund	3,427,488	44.3%	7,733,600	1,892,191	24.5%	7,729,676
Sewer Fund	3,108,302	35.7%	8,709,000	3,205,604	36.9%	8,692,706
Solid Waste Fund	823,284	38.6%	2,133,400	1,008,686	38.7%	2,609,477
Watershed Restoration Fund	504,897	33.7%	1,500,000	358,125	29.6%	1,209,899
Parking Fund	3,610,695	46.0%	7,841,000	4,419,672	56.7%	7,799,573
Transportation Fund	2,706,789	71.7%	3,774,568	2,052,857	45.2%	4,545,652
City-Wide Total	\$ 66,218,998	62.4%	106,179,286	49,043,972	45.8%	106,994,696

YTD Percentages: Revenue & Expenditures Target YTD % = 50%

Six Months into FY 2018



General Fund Revenue by Department thru December 31, 2017



This revenue representation does not include Real Property Tax in the amount of \$30,514,922 and Personal Property Tax in the amount of \$2,973,174.

Central Purchasing

Current Procurements

RFQ 17-07 – Design-Build-Operate-Maintain for Water Services for Water Quality Management Best Management Practices

- Awarded to GreenVest. Agreement in process.

RFP 17-21 – Lease of the Market House

- Competitive negotiations with 2 firms on-going, as directed by City Council. Discussion on Agenda for City Council meeting 1/8/18.

IFB 18-05 – City Dock Boardwalk Replacement

- 3 Bids received 12/21. Review in progress.

Completed Procurements

RFP 14-14 DPW Maintenance Facilities – Design/Build Services

- Awarded to Gardiner & Gardiner. Design/pricing under review. Demolition complete.

RFP 15-12 Annapolis Renewable Energy Park

- Awarded to BQ Energy. Project scheduled for Spring 2018 completion.

RFP 15-23 – Upper West Street Sector Study

- Awarded to AECOM. Study completed. City Council presentation pending.

RFP 16-06 – Energy Performance Contracting

- Awarded to Honeywell International. Project scheduled for February 2018 completion.

RFQ 17-16 – Design-Build Services – Water Main and Waste Water Projects

- Prequalified list of bidders developed. Project bid packages being drafted.

RFP 17-12 – Forest Drive Sector Study

- Awarded to The Faux Group. Project scheduled for February 2018 completion.

RFP 17-14 Stormwater and Flood Mitigation Design

- Awarded to AECOM. Detailed design/construction documents scheduled for November 2018 completion.

Pending Procurements

IFB 18-06 – Tennis Court Renovations

- Draft in progress. Anticipated release TBD.

IFB 18-07 – PMRC Ballfield Improvements

- Draft in progress. Anticipated release TBD.

RFQ 18-08 – Truxtun Park Pool Replacement

- Draft in progress. Anticipated release TBD.

IFB 18-10 – Main Street Reconstruction

- Draft in progress. Anticipated release TBD.

Capital Projects

Pump Station Replacement/Rehabilitation

Whiton Court PS Wetwell Rehab – The draft RFP for the upgrade to the pump station is under review.

Sewer Rehabilitation and Water Distribution

Sewer Rehabilitation (72006) – The closed circuit televising (CCTV) work is complete. Point repair work required ahead of Cured-in-Place Pipe (CIPP) sewer rehab is expected to take place in early February. Shiley Street force main has been installed, tested and connected to the system. Punch list items have been completed. Close out is anticipated in January. USNA Flowmeter (72006) – The City has reviewed and returned comments to the consultant for the 80% design drawing/specifications submittal for a new flume, and has provided answers to additional questions from the consultant. Awaiting submission of the final design package. Buried Asset Evaluation (72006 & 71003) – The comprehensive data update to the water and sewer models is complete. Data update to iWorQ is to be scheduled. The GHD final draft of the Comprehensive Assessment Plan has been received and review is underway. The GHD final draft of the 10-year water and sewer plan and the final draft software review report are expected in January. Water Meter Purchases (71003) – Comprehensive radio-read meter purchase and installation continues, and Engineering Central Ave. Water Main Replacement (71003) – The Request for Proposals (RFP) is nearly complete.

Water Tank Rehabilitation

Bidding and construction of the Jefferson Tank rehabilitation project is on hold until FY18 capital funding is available.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – The project Substantial Completion certificate has been provided to the Design/Builder for execution. Remaining activities to be completed include paving the surface course; site work; and punch list items.

City Dock Bulkhead Replacement, Phase 2

The stormwater management (SWM) design and construction remains to be completed. Coordinating with proposed repairs to the Truxtun Park tennis courts adjacent to the proposed stormwater management (SWM) site. Development of 110 Compromise is ongoing. Construction of the electrical room to house the City Dock electrical panels is underway. Inspection of the room expected in two weeks. De-energizing and relocation of the electric panels began on November 29. The power outage is ongoing and is expected to last eight more weeks. Christmas lights were strung to illuminate Compromise and Randall Streets during the outage since the street lights were impacted. The City Dock Boardwalk Deck Replacement project is being awarded to Building Concepts LLC. Contractor is in the process of obtaining a Marine Contractor's license as required by MDE. Construction due to begin in late January, with completion before the Spring Boat Show.

City Dock Tidal Flood Mitigation

The final FEMA grant application was submitted in April 2017. Feedback was received recently requesting Scope of Work, Schedule, Maintenance and Construction Cost Estimates of a standalone project that the grant would cover. The \$3M grant, if received, will be used for the construction of one of the two pump stations and associated storm drain realignment. AECOM, the City's design consultant, is under contract to take the stormwater and flood mitigation concept design through final bid documents. Field data collection activities are scheduled to begin in January 2018.

Landfill Gas Mitigation

The MDE agreement has been signed. The City will work with SCS Engineers to complete the design/build landfill gas project. Sampling work continues for semi-annual monitoring events.

Maintenance Facilities

Project on hold. Evaluating alternative sites for the facilities. Building Permits received on December 18, 2017.

Road Resurfacing

FY18 work has been completed on Shiley Street, Ridge Road, Claude Street, Forbes Street, and Fairfax Drive. Paving is suspended for the winter. The Contractor will work on several punch list items as weather permits.

Main Street Reconstruction

The construction is being planned to start in January 2018 with the installation of sprinkler connections. An updated inventory of buildings with sprinkler system connections indicated that approximately 30 buildings do not have sprinkler connections. The estimated cost to install connections for these locations as part of the Main Street project is in excess of \$600,000. Bids have been received for the sprinkler connections, with Underground Construction, Inc. being the low bidder. Contract is in the process of being awarded.

Cornhill Street Sidewalks

Construction is underway with approximately three-quarters of the curbing installed. Work in late December was delayed due to unseasonal temperatures. The work is expected to be completed in February 2018.

Wayfinding Sign Program

All replacement signs installed by City crews are complete except for two banners due to be installed on Spa Creek bridge.

Truxtun Park Ballfield Grading

The expanded scope of work requires a Soil Conservation District (SCD) grading permit. Preliminary grading plans were prepared and will be submitted to SCD. Recreation & Parks Department is seeking an additional grant to install new fencing for the two ballfields. Work is to be complete by Spring 2018.

Bywater Park Development

The contractor has completed the construction phase of the project. Playground equipment was purchased. Installation is anticipated in January 2018. The park has re-opened to the public.

Personnel Update

New Hires

Finance:

Accountant

Mayor & City Council:

Aldermen - 4

Mayor

Community Relations Specialist - 2

Communications Officer

Administrative Assistant

Transportation:

Promotions/Internal Vacancies Filled

Fire:

Fire Captain
Fire Lieutenant
FF 1/C

Police:

Police Officer 1/C - 2

Law Office Report

Open Litigation

Case Name	Dept	Comments
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; oral arguments 5/5/17; CSA affirmed Circuit Court decision. Appellant filed a Motion for Reconsideration, which is pending.
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR (L53-15)	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery resumed; City's Motion for Summary Judgment denied; City's Motion for Reconsideration pending; jury trial scheduled for 5 days to begin 3/20/18
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (L46-14)	DNEP	Complaint filed; 78 municipal citations total; trial date pending; City filed Petitions for Contempt; 6/22/17 hearing resulted in Defendants being required to file for City permits/approvals and report back to Court on 9/14/17; agreement placed on record in Court; owner filed Motion, set for hearing on 3/6/18
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN (L29-16)	APD	Complaint and Answer filed; discovery completed; City filed Motion for Summary Judgment; hearing pending; Jury tri scheduled to begin 5/21/18 and expected to last for 2 weeks
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097 (L32-16)	APD	Appeal of Public Safety Disability Retirement Board decision affirming HR director's decision to deny disability retirement application; Circuit Court affirmed PSDRB; Thomas appealed to the Court of Special Appeals

Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203 (L42-16)	R&P	Appeal of a Civil Service Board ruling affirming City's decision to terminate; Circuit Court affirmed CSB ruling; appeal noted to Court of Special Appeals; briefs filed; hearing pending
CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1:16-CV-02621 (L44-16)	PW	Plaintiff filed Amended Complaint; City filed Answer; Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; discovery ongoing; Plaintiff filed a 2 nd Amended Complaint; City responding
COA v. Paul Christian (4 Shipwright Street) A.A. District Court Case No. 4z39921956 (L13-16)	HPC	City issued citation in regard to poor chimney repair; trial occurred 8/1/17 and 10/3/17 but not completed; continued to 2/7/18
Phaneuf v. COA A.A. Circuit Court Case No. C-02-CV-17-000411 (L4-17)	PW	Complaint re: slip/fall on ice; Answer filed; Trial scheduled to begin 1/11/18
Thomas v. COA A.A. Circuit Court Case No. C-02-CV-16-002097 Court of Special Appeals Case No. 1855, September 2016	APD	Complaint re: termination alleging violation of LEOBR; Circuit Court affirmed termination; Plaintiff appealed to CSA; Oral arguments on 10/6/17; Court of Special Appeals affirmed Circuit Court decision affirming City's decision. CLOSED
Thomas v. COA, et al. U.S. District Court of Maryland, Case No. 1:16-CV-03823 (L68-16)	APD	Complaint filed alleging racial and disability discrimination; discovery ongoing; City filed Motion for Summary Judgment. Plaintiff filed response. City filed Reply. Court granted partial summary judgment and granted Plaintiff the right to file surreply to balance of Motion for Summary Judgment; decision pending
Clemens v. City A.A. Circuit Court Case No. C-02-CV-16-000264 (L28-17)	APD	Complaint filed alleging negligence on the part of APD; City filed Motion to Dismiss; Plaintiff filed Amended Complaint; Circuit Court denied Motion to Dismiss; Jury trial scheduled for 6/26/18 (3 days)
Parker v. Butler A.A. Circuit Court Case No. C-02-CV17-001727 (L24-17)	APD	Complaint filed alleging false arrest, negligence; City filed Answer; Plaintiff filed 4 th Amended Complaint; City filed a Motion to Dismiss and Plaintiff filed a response; hearing pending; discovery ongoing
RL BB ACQII-MD RGD, LLC – PJR (“Rocky Gorge”) A.A. Circuit Court Case No. C-02-CV-17-002324 (L33-17)	P&Z	Appeal of a denial by Planning Commission of application for major modification of a planned development; memoranda pending
Lowe v. City A.A. District Court Case No. D-07-CV-17-008143 (L33-17)	DOT	Plaintiff filed suit alleging personal injury resulting from a City accident; City filed answer; trial scheduled for 1/16/18

E.Smith v. City A.A. District Court Case No. D-07-CV-17-012980 (L40-17)	DOT	Plaintiff filed suit seeking \$5k for damages relating to a parking citation issued 9/6/15; settled for \$2,000. CLOSED
T.Smith v. City A.A. District Court Case No. D-07-CV-17-013502 (L41-17)	DOT	Plaintiff filed suit alleging damages resulting from collision with City bus; City filed answer; trial scheduled for 3/1/18
Randall v. City A.A. District Court Case No. D-07-CV-17-013504 (L42-17)	DOT	Plaintiff filed suit alleging damages resulting from collision with City bus; City filed answer; trial scheduled for 3/1/18
Hall v. COA, et al. A.A. District Court Case No. D-07-CV-17-007695 (L44-17)	APD	Plaintiff filed suit alleging APD wrongfully possessing property seized pursuant to a valid warrant; hearing occurred 11/21/18; Judge ordered City to release some items seized and to release other items no later than 12/22/17; City filed Motion for Reconsideration and Plaintiff filed Motion to Alter or Amend Judgments; rulings pending; City also noted an appeal to Circuit Court
McCall v. COA, et al. A.A. Circuit Court Case No. C-02-CV-17-003302 (L43-17)	DOT	Plaintiff filed Complaint alleging personal injury resulting from a vehicle accident with an uninsured driver and is seeking damages against the City under the State uninsured motorist laws; City filed answer
DeDe Enterprises v. City A.A. District Court Case No. D-07-CV-17- (L1-18)	Mayor	Plaintiff filed suit alleging breach of contract in conjunction with a special event
Spry v. City of Annapolis A.A. Circuit Court Case No. C-02-CV-17-003107 (L2-18)	PW	Plaintiff filed suit alleging personal injury resulting from an uncovered utility hole in street
MCCR / EEOC Cases:		
Spearman v. COA	APD	Claim and Answer filed; fact-finding conference occurred 5/17; Amended Complaint filed 8/4/17
Henry v. COA	APD	Claim and Answer filed; Complainant withdrew his Complaint 12/27/17. CLOSED
Howard v. COA	APD	Notice of race, sex and color discrimination received; charge of discrimination not yet received

Administrative Hearings:		
Pristoop v. COA	APD	Appeal of denial of pension vesting status to Civil Service Board; hearing occurred; Civil Service Board affirmed.
Workers' Compensation Appeals to Circuit Court:		
COA v. Krauss	APD	City appealed the WCC permanent partial disability finding on 8/23/17; Pretrial conference scheduled for 4/18/18; discovery ongoing; the parties have been ordered to mediate prior to pretrial conference and are currently working to schedule the same
COA v. Ferracane	APD	City appealed the WCC permanent partial disability finding on 8/23/17; no Scheduling Order issued yet; Defense will contact Assignment Office to inquire re: same; the parties are working to schedule mediation
COA v. Donahue	AFD	City appealed the WCC finding allowing a "worsening" of condition on 3/13/17. Discovery has been completed. Mediation occurred 10/16/17 but no settlement reached. Pretrial conference scheduled for 12/14/17; Defense took Claimant's expert's deposition on 12/19/17 and will take Claimant's deposition 1/11/18; video depositions for trial for Claimant's expert is scheduled for 2/26/18 and for Defense expert on 3/27/18; trial is scheduled for 4/5/18 and 4/6/18
COA v. Blair	PW	City appealed the WCC finding on 10/5/17, which authorized medical treatment to Claimant and found that Claimant's need for treatment is causally related to the accidental injury; awaiting scheduling order; discovery has begun
City v. Rice		City appealed the Commissioner's finding of serious disability; awaiting scheduling order; discovery has begun
City v. McNeil		City appealed the Commissioner's finding of occupational disease; awaiting scheduling order; discovery has begun
Union Grievances:		
(none)		

Adopted Legislation

(No legislation was adopted in December)

City Clerk

- 8 – Fully Executed Contracts/Agreements
- 3 - Special Event Application Reviewed
- 2 - Payroll Processed
- Full Time – Election Assistance
- Processing In- New City Council Members & Orientation Planning
- Processing Out – Retiring / Defeated City Council Member
- Trainings/ Meeting Attendance:
- Anne Arundel County Board of Elections
- Members of Mayor Buckley's Team

Board Of Supervisors Of Election:

- No meeting in December
- Review of Campaign Fund Reports
- Updated EEO Policy Statement – Newly Elected Signatures

City Council Associate

- Full Time – Election Assistance
- Election Wrap - up
- Standing Committee Meeting Dates/ Attendance:
- Public Safety Committee - December 18, 2017 at 5:30 p.m.
- Housing & Welfare Committee - December 19, 2017 at 7:30 p.m.

Deputy City Clerk

- 32- One Day Applications
- 3- ABCB Approved Applications
- Currently working on 2018-2019 Liquor License Renewal Forms, Annual Boards and Commission Report

Alcoholic Beverage Control Board Minutes - (December 6, 2017)

Order of the agenda

- The removal of the application for a Transfer of an Alcoholic Beverage License from Chick & Ruth's Delly, Inc. t/a Chick & Ruth's Delly to CR Brands, LLC t/a Chick and Ruth's Delly

-The addition of Peerless Rens request for use of their Open to the Public Event Number(s) 1&2

Violation

Acme Bar and Grill - Infraction Citation Number C-1973, sales to under aged persons.

Action on Disciplinary Hearing- Acme Bar & Grill - Chair Harris moved that the facts presented at the hearing on December 6, 2017 warrant a violation as charged. Seconded. CARRIED on voice vote. Following a discussion, Vice Chair Berman moved to impose a fine for this violation in the amount of \$500 payable by Tuesday, December 27, 2017. Seconded. CARRIED on voice vote.

Public Hearing

Tequila Sunrise – New License

Application has been made for a new Class B-2 Restaurant Beer, Wine, & Liquor (the x component was withdrawn).

Vice Chair Berman moved to approve the application for a new, Class B-2. Seconded. CARRIED on voice vote.

Chair Harris declared the public hearing closed.

Business and Miscellaneous Items

Annapolis Shakespeare Company - Discussion on Theater License Application Process

Stanton Center: Consumption on City Property - Cornelia Prather 64th Birthday Party

Applicant Cornelia Prather, 59 Towne Pine Court, Annapolis, Maryland 21401 was present and answered questions addressed by the Board. Member Praley moved to approve the application for Consumption on City property to Cornelia Prather 64th Birthday Party at the Stanton Community Center, 92 West Washington Street, Annapolis, Maryland 21401 from 8:00 p.m. to 12:00 p.m. on Saturday, December 16, 2017.

Seconded. CARRIED on voice vote.

Peerless Rens Club Event Number 1&2 – Open to the Public Event

Licensees, Gardenia Henson, 408 Chester Avenue, Annapolis, Maryland 21401, Loretta Jones, 1973 Dominoe Road, Annapolis, Maryland 21401 and Ralph Jones, 604 Chester Avenue, Annapolis, Maryland 21403 were present and answered questions addressed by the Board. Chair Harris moved to approve the following open to the public events: Annual Christmas Party scheduled on December 22, 2017 from 8:00 p.m. to 12:00 p.m. and the New Year's Eve Party scheduled on December 31, 2017 from 8:00 p.m. to 1:00 p.m. for the Peerless Rens Club located at 408 Chester Avenue, Annapolis, Maryland 21401. Seconded. CARRIED on voice vote.

Public Safety Update

Fire Department

Monthly/ YTD Response Statistics

The Department responded to 1002 calls for service in December and a total of 11,798 calls for 2017 with the following breakdown:

- EMS - 725 or 74%
- Fire – 182 or 17%

- Service – 74 or 6%
- Rescue – 13 or 2%
- Hazmat – 8 or 1%

Notable Incidents – Highlights

- 12/01/17 – Dwelling Fire (Vehicle into Dwelling with Injury) – Merryman Road
- 12/10/17 – Dwelling Fire (2 Alarms) – Magnolia Ridge
- 12/13/17 - Dwelling Fire – Fairfax Road
- 12/13/17 – Rescue – Vehicle into a Structure with Injuries – Eaglewood Road
- 12/15/17 – Rescue – Vehicle into a Structure – Heritage Court
- 12/28/17 – Military Bowl – Navy Stadium – Support Operations Bomb Squad/Fire/HazMat
- 12/26/17 – Marine Rescue – Injury of Freighter – Chesapeake Bay
- 12/31/17 – Dwelling Fire – Janwall Court
- 12/31/17 – New Years Eve support operations – Fireworks detail

Notable EMS Incidents – Monthly Highlights – Accomplishments Highlights

- EMS Transports: 480
- Cardiac Arrest Survival Rate: 8 patients with 1 ROSC prior to arrival at ER
- Monthly Heroin/Overdose – 10 OD's, 0 known deaths
- Tactical Medic Units Activations – 3
- Special Events Medics – 1
- SAFE Station Incidents – 7
- Pub-Ed Events – 1
- EMS Fees Collected (Fiscal Year \$ 844,302.09)

July	\$173436.39
August	\$133490.10
September	\$ 87040.30
October	\$100037.81
November	\$203639.82
December	\$146,657.67

Fire and Explosives Services Unit – Monthly Highlights – Accomplishments

- K-9 Responses – 7
- Investigations – 8 (2 Arson)
- Suspicious Package Responses – 8
- EOD Standby – 3
- Recovered Explosives – 0
- Assist Police Incidents – 4
- Bomb Threats – 1
- Internal Investigations – 0
- Fire Safety Inspections – 15
- Code Enforcement Complaints – 0
- Background Investigations – 3

- K-9 Rudy (Lt. Ruth) Surgery on ACL – Currently Out of Service

Other Events/Activities

- The EMS Division conducted 2 citizen CPR courses.
- Completed 109 new fire safety building inspections and 55 re-inspections (includes inspections conducted by station personnel).
- Our personnel installed 2 Smoke detector(s) and 1 CO alarm(s) and conducted 6 public education events.
- The Fire Marshal's Staff conducted 28 Fire Permit/Plan Reviews and 11 Building Permit Reviews.
- Training hours completed – 2292.2
- This month's Fire Prevention Message – "Safety is the Best Present".
- Medic Unit, Bomb Squad and Command Staff attended Mayor Buckley's Inauguration events on West Street.
- Attended Quarterly meeting with Risk Management to review AFD employee injuries and vehicle accidents. I am pleased to report that our Workmen's Comp claims are down 60% over the past 5 years.
- Deputy Chief Remaley attended meeting with the residents of the Severn House Community Association regarding the recent fire.
- Chief Stokes attended and served food at the City's annual Holiday party.
- Chief Stokes met with Mayor Buckley, City Manager Andrews and members of the Mayor's staff on December 12, 2017 to provide an overview of the Fire Department.
- Chief Stokes, Deputy Chief Remaley and our Administrative Assistant Jeanne met with Chairperson of the Mayor's Finance Transition Team on December 18, 2017.
- Attended Military Bowl briefing on December 19, 2017.
- The Department participated in several Holiday events – Military Bowl Parade and game, EYC Parade of lights, Midnight Madness, New Years Eve, etc.
- Conducted Annual Annapolis Fire Department Santa Run – Collected over 1600 gifts.
- Participated in Chocolate Festival and Annapolis New Year's Celebration at Weems Whelen Field.
- Conducted annual Ice Rescue Training.
- Much local publicity over Leg Surgery for Bomb Squad K-9 Rudy.
- Conduct OSHA mandated Trench Rescue and Confined Space Training.
- Conducted annual Operation Holiday Safety – Visited all businesses downtown to stress holiday fire safety.
- Conducted Fire Department Five (5) Year Goals Planning Meeting on December 12, 2017.
- Developed Annual Fire Department Goals for 2018.
- The Fire Marshal's Office is developing policy & procedures to address permit billing errors.
- The Department has responded to several clothes dryer fires at the Admiral Farragut Apartments due to overloading the dryers. Our Fire Marshal's Office met with the management and signs were posted in both English and Spanish to not overload the dryers. No problems noted since.

Financial Activity Report

OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).

For the month of December the Department used 488.25 hours of overtime at a cost of \$29,028.38 which represents a usage of 6.75% of our total annual budget available for overtime. Our YTD overtime expenditures are \$256,725.07 or 59.7% of our annual OT budget.

(Note: The holiday pay premium negotiated in the 2017 Union contract is being funded through the overtime account and is not reflected in the overtime expenses noted above)

We currently have two (2) employees on extended disability leave, two (2) on modified duty, and a total of eight (8) firefighter vacancies.

We have also been notified that one of our military reserve SAFER Grant firefighters received orders for a one year deployment starting around December.

Requested additional funding (\$21,756.80) through the City Manager to purchase bariatric patient lift and stretcher for Medic Unit.

Grants update:

1. State of Maryland 508 Funds (\$89,253) - FY2018 funding received by Finance awaiting entry in MUNIS.
2. SAFER Grant – All personnel hired and in positions - 2nd year of grant starts January 2018.
3. Application submitted for MIEMSS 50/50 AED/Monitor/Defib grant.

Major Planned Actions

- AFD/APD Active Shooter Training – Rescue Team Concept.
- Close before you Dose Safety campaign.
- Issue 5 year long range planning goals.
- Issue annual 2018 Goals.
- Annual Budget.
- Union Contract Negotiations.
- Conduct Incident Command Training for newly promoted officers.

Emergency Management

Incidents and Events

December 4th – Inauguration of the Mayor and City Council

Emergency Management attended the inauguration of the Mayor and City Council on December 4th and used the drone to monitor security and take video of the event.

December 5th – Potential Downtown Flooding

OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about the potential for minor coastal flooding forecast around City Dock and Compromise St.

December 8th – Winter Weather Advisory

OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about winter weather that impacted the City of Annapolis. OEM coordinated with City Departments, and participated in conference calls with the National Weather Service and the Maryland Emergency Management Agency.

December 12th – Frigid Weather

OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about cold temperatures expected to affect the City.

December 15th – Winter Weather

OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about winter weather that impacted the City of Annapolis. OEM coordinated with City Departments, and participated in conference calls with the National Weather Service and the Maryland Emergency Management Agency.

December 27th – Frigid Temperatures

OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about very cold temperatures expected to impact Annapolis overnight. These conditions are hazardous to individuals who are exposed for extended periods.

December 28th – Military Bowl

Emergency Management hosted the Operational Briefing for the Military Bowl on December 19th. The briefing included Mayor Buckley as well as representatives from City Departments, the Military Bowl, Navy Stadium, Parade Marshals, Visit Annapolis & Anne Arundel County, and others. Emergency Management drafted the Incident Action Plan for the Military Bowl and presented it at the Briefing.

The Emergency Operations Center served as command post for the Military Bowl on December 28th. Police, Fire, and Emergency Management staffed the EOC and monitored the parade and the football game. OEM also joined other public safety personnel in the activation of the Navy-Marine Corps Stadium Operations Center. OEM used the drone to monitor security along the parade route.

OEM sent out one Emergency Management Alert to inform key officials, employees, and surrounding partners about changes in City services and temporary road closures due to the Military Bowl. OEM Staff also pushed out a CodeRED message to citizens in the area of the Navy-Marine Corps Stadium regarding activities that may impact their neighborhoods.

Planning

Emergency Management has received some promising initial feedback from the Federal Emergency Management Agency (FEMA) in regards to the \$3M Hazard Mitigation Grant Program application for flood mitigation. FEMA has also asked for some additional information, which OEM is pursuing in conjunction with Public Works. OEM will provide these materials the first week of January.

Emergency Management and Smith Planning & Design have completed the draft update to the City of Annapolis Hazard Mitigation Plan. OEM submitted the Plan to MEMA and FEMA for final review and will be presenting it for a vote at the City Council meeting on January 8th.

- On December 1st OEM staff met with Guadenzia to add the treatment center to the Bed Finder project.
- On December 5th, OEM participated in the monthly local Emergency Managers conference call with the Maryland Emergency Management Agency.
- On December 5th OEM Staff attended the monthly Baltimore UASI Emergency Management Committee meeting in New Windsor.
- On December 6th, OEM along with MIT and Anne Arundel County Department of Health presented the Bed Finder at the Environmental Systems Research Institute (ESRI) Public Sector Conference in Philadelphia, PA.
- On December 11th, OEM delivered a presentation on Emergency Management to the new Mayor and City Council.

- On December 12th, OEM attended the monthly meeting of the Urban Area Security Initiative in Harford County.
- On December 14th, OEM hosted a conference call that included Anne Arundel County Department of Health and Annapolis MIT regarding updates to the Bed Finder project.
- On December 18th, OEM attended the meeting of the Public Safety Committee of the City Council at City Hall.
- On December 19th OEM hosted the Military Bowl Operations Briefing for City Departments at the City Emergency Operations Center.
- On December 19th, OEM staff attended the month Annapolis Substance Abuse Prevention meeting.
- On December 20th, OEM met with the Harbormaster and Naval Academy personnel to discuss installing a new sensor at City Dock that will measure water levels downtown.
- On December 21st, OEM met with Hope House treatment center staff to set them up to use the Bed Finder.
- On December 27th, OEM hosted a meeting with the Anne Arundel County Office of Emergency Management and Naval Academy Emergency Management to discuss sheltering and evacuation.

OEM staff continued to work on the Office Unmanned Aerial System guidebook.

OEM staff reviewed the Emergency Operation Plan and its Annexes for finalization.

OEM staff continued development on the Annapolis Disaster Recovery Plan and supporting documents.

OEM staff continues to meet with audiovisual and technology contractors to plan the enhancement of systems in the Emergency Operations Center.

Training/Exercise

- On December 1st, OEM provided training to the new City Council and the Mayor's Office on the Emergency Operations Center operations and public safety powers and responsibilities.
- On December 5th, OEM submitted the quarterly drill of the Maryland Emergency Management Assistance Compact in order to maintain proficiency in providing and/or receiving mutual aid in the event of a disaster.
- On December 5th, OEM met with Volunteer Coordinators to gather information for Parade Marshal Training.
- OEM hosted Parade Marshal training on December 7th during which 10 new Marshals received training in preparation for the Military Bowl.
- On December 13th, OEM attended the Navy Graduation Tabletop Exercise Concepts & Objectives Meeting at Navy-Marine Corps Stadium.
- On December 20th, OEM staff participated in a multi-faceted exercise at St. John's College.

Outreach

OEM has increased its total Facebook page "likes" to 2,301 and has a total of 2,315 followers.

OEM has increased its Twitter followers to 1,597.

OEM has had 20 interactions on NextDoor in December.

A total of 4,185 people have downloaded the Prepare Me Annapolis app, with 757 Android downloads and 3428 Apple downloads.

- On December 9th OEM staff partnered with the Annapolis Fire Marshal's Office (FMO) to conduct the Annual Business Outreach Tour. OEM and FMO shared information with approximately 300

Annapolis businesses regarding holiday and safety tips and how to stay informed during the winter season.

- OEM attended the meeting of Maryland Volunteer Organizations Active in Disasters (MDVOAD) on December 11th where ideas on how Emergency Management and the MDVOAD can work together were discussed.
- On December 14th, Emergency Management staff spoke with an attorney from NMS Bay Ridge to review the facility's Emergency Action Plan. OEM provided recommendations and described a path forward on future collaborations related to planning and exercise.
- OEM participated in a meeting with the Fire Marshal's Office on December 14th to discuss issuing an Annual Report for the first time.
- On December 19th, the Public Information Officers from the Mayor's Office, Police, Fire, and OEM met to best practices and collaboration.
- On December 27th, 1430 WNAV radio interviewed OEM staff on the importance of taking preparations for the bitter cold temperatures occurring in Annapolis.
- On December 27th OEM staff met with We Care & Friends in conjunction with the Stanton Center to discuss overnight warming shelter operations this winter.

Emergency Management has begun participating in Character Counts, a weekly outreach event in public elementary schools in conjunction with Police and Fire. The first session focused on the meaning and importance of responsibility.

Grants Management

Emergency Management encumbered funds in December for the fiscal year 2015/2016 Urban Area Security Initiative (UASI) and State Homeland Security Program (SHSP) on behalf of the Annapolis Bomb Squad, HazMat Team, Police Department and Office of Emergency Management.

December 2017	
UASI FY 2015 Bomb Squad	\$4,725.00
UASI FY 2016 HazMat	\$855.00
SHSP FY 2016 EM Outreach	\$1,872.00
UASI FY 2016 LETPA	\$7,130.02
SHSP FY 15 LE	\$456.75

UASI FY 15 LETPA	\$1,970.35
UASI FY 15 CCTV	\$642.88
TOTAL December Grant Expenditures	\$17,652.00

Police Department

Personnel:

	Sworn	Full Civilian	Contractual Full	Contractual Part	Temporary	Exempt	Total	
Current	115	24	7	5	17	2	168	
Vacant	5	4	1	0	2	3	16	
Total Allocated	119	28	8	5	19	5	184	
Vacancies	Status	Position			Rank	Allocated	Actual	Vacant
7	Sworn	Officers			Chief / Major	1 / 1 -- (2)	1 / 0	-1
1	Full Civilian	Analysis Supervisor			Captain	3	1	-2
3	Full Civilian	Police Dispatcher- PCO1			Lieutenant	6	5	-1
0	Temp	Police Crossing Guards (15)			Sergeant	13	12	-1
1	Cont. Full	Major Crimes Invest (1)			Corporal	13	12	-1
2	Temp	Police Cadets (4)			Off 1st Class	51	49	-2
3	Exempt	1-Major / 2-Captain			Officer	36	35	-1
						124	115	-10

**** The above staffing numbers and vacancies are reflective of the FY18 Budget and position availability.

** Positions eliminated in FY15 budget process: 1- CALEA Manager (contractual), 1- Administrative Enforcement Position (Civil Service), 1- Police record Specialist (Civil Service), 1- Office Associate III (Civil Service)

Records Section:

	Monthly	YTD		Monthly	YTD		Monthly	YTD
Juvenile- Arrest	8	207	Reports Recvd	394	5390	Civil Citations	0	13
Adult- Arrest	125	1827	Traffic Citations	211	3593	Expungments	23	380
Total	133	2034	ERO's	37	736	Summons- Recvd	11	178
1st Time Offenders (INCL)	50	798	Warnings	192	2253	Summons- Served	18	152
Warrants Served- (INCL)	89	1078	FIR's	29	289	Summons Active	4	97
Total Active Warrants	39	581	Reports to SAO	5	60	Accidents	48	613
Warrants Received	55	805						
Funds Submitted to Finance								
Fingerprint funds	\$1,138.00	\$15,945.75	911 Funds	\$45.00	\$655.00	Report Funds	\$590.00	\$7,595.25
Video Request Funds	\$0.00	\$570.00	Photo funds	\$60.00	\$120.00	Total funds sent	\$1,833.00	\$24,886.00
Other:								
Volunteer hours			Bill	16	218	Diane	12	164
Courts:								
Officer Court Summons			District Court	284	3635	Circuit Court	146	2493
Juvenile Court Summons			Juv Court Sum	10	114	Circuit Court		
Officer Court Postponements			District Court	0		Circuit Court	0	
Officer Court Missed			District Court			Circuit Court		
Validations:								
	Monthly	YTD		Monthly	YTD		Monthly	YTD
Stolen Boat	0	1	Stolen Vehicle	6	36	Letters Mailed	1	34
Stolen Part	0	7	Stolen Plate	18	135	Phone Calls Made	17	138
Stolen Gun	5	80	Wanted Person	4	47	TOTAL	18	172
Missing Person	0	4	canceled reports	6	48			
Article	1	4	Violent Persons	0	1	BWC Request Funds	0	480.90

Community Service:

C-Safe	Total		Victim Services	Total
Parole & Probation home visits	0		Burglary reports	12
DJS home visits	0		Victim's contacted	12
DJS school visits	0		Residential Survey	0
HEAT meetings	2		Commercial Survey	0

Hispanic Liaison	Total		Neighborhood Safety Training	1
Translator Contacts	26		Community requests	1
Victim Contacts	4		McGruff Appearances	0
Total Contacts	30		Watch Your Car	Total
Court Hours	2		Auto Theft reports	2
School Visits	38		Theft from Auto reports	7
Officer Activity	Total		Vehicles Registered	1
Meetings	19		Scooters Registered	1
Total School visits including Hispanic Liaison	63		TFA/ Auto Theft Initiative Letters Sent	9
Calls for Service	17		J.O.I.N.S.	Total
Reports	2		Juveniles currently in JOINS	0
Foot Patrol Hours	47		Unsupervised juveniles	0
Business Checks	121		90 day supervision juveniles	0
Bank Checks	7		Home visits	0
Traffic Stops	3		School visits	0
Traffic Citations	0		Juveniles arrested	7
Traffic Warning	3		Juveniles that didn't qualify	7
FIR	0		Juveniles that qualified	0
Warrant Attempts	1		Teen Court	0
Emergency Evaluation	0		Closed J.O.I.N.S. cases	2
CDS Arrests	0		Explorers	Total
Warrant Arrests	0		Current Explorers	10
On View Arrests	0		Interested Explorers	0
Traffic Arrests	0		Explorer Post Training days	0
Summons	0		Community Events Attended	8
Juvenile Citations	0			
Total Arrests	0		Cadets	Total
			Current Cadets	2
CSS Events and Activities	73		Community Events	5

--	--	--	--	--

Community Service Section attended the following meetings in: (19)

Parent Meeting at Annapolis Middle School
DARE Meeting at Board of Ed
ASAP Coalition Meeting
Heat Team meeting (2)
Capital City Safe Streets meeting
Unit Meeting (3)
Meeting with GOCCP

Latino Parent Meetings (4)
Meeting with Center of Help
ASAP Coalition

Eastport Working Together Session (1) Fourth meeting of the Eastport Working Together session was held on December 12th. The meeting was well attended with more than 50 residents present. Bishop Coates facilitated the meeting and the group focused on the top two issues which the group voted to be education and safety.

City Council meeting

- APD's Neighborhood Safety Meeting.

Community Service Section participated in the following events/ activities: (73)

- Homework club (15)
- Character Counts (12) December pillar was "Caring."
- DARE Eastport Elementary (6)
- Shop with a cop
- Cocoa with a cop "Midnight Madness" (3)
- Joven Noble/Xinachtli Annapolis Middle School
- APD Christmas luncheon
- Annapolis Santa Run
- Baltimore Toy Run
- Latino Parents support meeting
- Community Prayer Circle
- Field Trip to Fords theater with Mills-Parole Elementary 3rd graders
- Eastport Yacht club parade of lights
- Cocoa with a cop at the Chocolate Binge Festival
- Inaugural ball
- Shepard Pratt career day
- Annapolis Gardens Christmas party
- Eastport Community Center Christmas Party (Santa- Bealefeld made an appearance.)
- Santa Bealefeld made a special visit at a residence in Harbour House and delivered gifts to a special little girl with the help of community services. We also delivered food to this family.

- Strengthening families graduation- Tyler Heights elementary school.

Tuesdays	Joven Noble (22 Boys)(3)	Annapolis Middle
Wednesdays	Joven Noble (12 Boys)(3)	Annapolis High
Wednesdays	Joven Noble (10 Boys)(3)	MD Hall
Mondays	Joven Noble Prep (Goldie Class)(3)	Mills Parole
Tuesdays	Joven Noble Prep (10 Boys 3 girls)(3)	Eastport Elm
Thursdays	Joven Noble Prep (12 Boys)(3)	Mills Parole
Fridays	Joven Noble Prep (8 Boys)(3)	Tyler Heights

Community Service Section participated in the following training: (1)

Galusha assisted with annual firearms qualifications

Press Releases about Community services: (1)

Interview with WNAV (Hudson) “ Keep your kid safe.”

Other: ()

JOINS:

Officers reviewed (7) reports for the (7) juveniles arrested during this period. Of these cases, (0) met the JOINS Criteria and (0) will be entered into Teen Court. There are currently (0) youth in the program. (0) juveniles are on 3 month Supervised Probation. (0) juveniles are on unsupervised probation. (2) juveniles completed the JOINS program in (0). A total of (0) home visits were made and (0) school visits.

**** NOTE:** Of the 7 juveniles arrested during the month, none met the criteria for being deferred for JOINS, nor the Teen Court, either because of their age or because they are repeat offenders. One juvenile in particular (Paul Rodriguez, B/M, 14 y/o) was arrested twice during the month of December.

* There was a report of two sisters (Mya Coates, B/F, 15 y/o, and Nakia Coates, B/F, 17 y/o) who assaulted Officer C. Moore during his encounter with them.

* Reco Johnson, B/M, was sent to Cheltenham Juvenile Detention Center for his offense (Case # 17-488). He was later released to Home Detention, but soon cut his ankle monitor and left the house.

Hispanic Liaison: Cara Y Corazon Family Training. Ongoing communications on how to partner with Center of help and develop a Safe Space in the community.

ALERT: All cases have been reviewed. Letters have been sent to each victim.

Vehicle Theft Prevention Numbers

2 auto thefts reported

0 bicycle thefts reported

12 burglaries reported

7 thefts from vehicles reported

Explorers POST 199:

- The Annapolis Police Explorers had (0) regular meetings in December. (10) Explorers in program and (0) interested in applying. The explorers participated in Cocoa with a cop, shop with a cop and the Santa run.
SERT YOUR TEXT HERE]

Building Activity

- **Allen Apartment Stream Restoration Project (2019 Forest Drive – #GRD16-0022)** Permit issued 3/21/17. Project is progressing. Last progress inspection held 6/23/17.
- **Annapolis Police Department (199 Taylor Avenue – #BLD16-0353)** Permit issued 9/1/16 for changes to indoor firing range. Failed final inspection 8/16/17.
- **Annapolis Townes at Neal Farm (Dorsey Drive—#GRD16-0001)** Permit issued for grading for new subdivision. Job is progressing.
- **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Duct smoke detectors were not working during last inspection. Email was sent to PW to have them repaired or replaced. Once this is done the permit will be ready for final inspection.
- **Annapolis Yacht Club** - Seven demolition permits were issued on Burnside Street, Sixth Street and Severn Avenue for new Annapolis Yacht Club Buildings.
- **Annapolis Yacht Club (314 Sixth Street -BLD17-0248)** Permit issued 11/2/17 for New family activity center. Excavation underway.
- **Annapolis Yacht Club (#BLD17-0179 - 2 Compromise Street)** Permit issued 6/16/17 for addition and fire damage repairs. Footing inspection passed 11/27/17. Framing and insulation inspections passed 12/26/17.
- **Annapolis Yacht Club Sailing Center (510 Severn Avenue – #GRD17-0002)** Grading for new permit issued 8/22/17.
- **Annapolis Yacht Club Family Activity Center (314 Sixth Street #GRD17-0003)** Permit issued 8/22/2017.
- **Annapolis Yacht Club (510 Severn Avenue - BLD17-0249)** Permit issued 11/2/17 for new sailing center.
- **Arkadia, LLC (1981 Moreland Parkway, #4A - #BLD17-0555)** Permit finaled 12/19/17.
- **Blue Lotus Yoga Studio (119 Hillsmere Drive - #BLD17-0519)** Permit issued 10/27/17 for tenant fit-out. Framing inspection passed. Final inspection pending.

- **Bywater Park (800 Bywater Road – #GRD15-0053)** Permit issued 8/18/16 for Stream Restoration project. Job is progressing.
- **Chart House Restaurant (300 Second Street #BLD14-0311)** All work complete except for striping ADA parking spaces.
- **Chart House Restaurant (300 Second Street - #BLD14-0312)** Phase II alterations. All work complete except for striping the ADA parking spaces.
- **Chesapeake Auto Body (1799 Margaret Avenue–#BLD16-0502)** Permit issued 11/14/16 for new body shop. Footer inspection passed 11/28/16. Slab inspection passed 10/17/17.
- **Chinquapin Round Road Self Storage (1833 George Avenue–#GRD16-0013)** Permit finalized 12/6/17.
- **Chinquapin Round Road Self Storage (1833 George Avenue–#BLD16-0284)** Permit finalized 12/6/17.
- **City of Annapolis (#BLD17-0422 -935 Spa Road, Building #1)** Permit issued 12/19/2017 for a new commercial building.
- **City of Annapolis (#BLD17-0423 - 935 Spa Road, Building #2)** Permit issued 12/19/2017 for a new commercial building.
- **City of Annapolis Public Works Dept. (#DEM15-0039 - 935 Spa Road)** Permit issued 10/10/17 to demolish building.
- **City Hall (160 Duke of Gloucester Street –#BLD13-0621)** Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing. Slab inspection 6/7/16. Contractor needs to call in a final inspection.
- **City Hall (160 Duke of Gloucester Street – #BLD16-0188)** Permit issued 5/24/16 to replace HVAC and ductwork. Progress inspection 5/26/16. Electrical inspection failed 11/3/16.
- **El Pan Café (1908 Forest Drive, #1D & 1E #BLD17-0029)** – Permit issued 8/23/17 to expand into neighboring space. Framing inspection passed 11/08/17.
- **Enclave Development (25–33 Enclave Ct- Permits #BLD16-0736 - #BLD16-0740)** Permits issued 3/31/17 for new five townhouses.
- **Groom My Style (703 Giddings Avenue –#BLD17-0530)** Permit issued 11/30/17 for new salon.
- **Harbormaster’s Building (City of Annapolis -1 Dock Street - #BLD17-0190)** Permit issued 4/10/17 to repair public restrooms. Framing inspection passed 5/9/17.
- **Hilton Garden Suites 174 West Street – #BLD17-0551)** Permit issued 10/31/17 for select interior alterations. 5th floor framing inspection passed 12/26/17.

- **Kenwood Kitchens (1415 Forest Drive - #BLD16-0772 & #GRD16-0026)** Grading & Addition to existing building permits issued 3/31/2017. Construction started with footer inspection 4/5/17
- **Lupita's Restaurant (1313 Forest Drive – #BLD15-0768)** Permit issued 6/13/2016 to expand restaurant. Framing inspection passed 5/15/17.
- **Maryland Hall for the Creative Arts (801 Chase Street - #GRD15-0058)** Grading for new addition – Permit issued 2/8/17.
- **Maryland Hall for Creative Arts (#BLD17-0118 - 801 Chase Street)**
- Permit issued 6/20/17 for addition/alterations. Footing inspection passed 8/30/17. Waterproofing and drain tile inspection passed 12/21/17.
- **MRE Capital (706 Giddings Avenue, #400 - #BLD17-0386)** Permit issued 10/27/17 for tenant fit-out. Progress inspection passed 12/27/17.
- **Noah Hillman Parking Garage (150 Gorman Street - #BLD17-0515)** Permit issued 10/25/17 for repairs on Level 1 ramp.
- **Port Annapolis Associates (7074 Bembe Beach Road - #BLD16-0383)** Permit issued 4/11/17 to construct new building for boat maintenance. Slab inspection passed 9/8/17. Progress inspection passed 10/18/17. Framing inspection passed 12/8/17.
- **Primrose Hill Development (1 & 3 Milkshake Lane – #GRD15-0060)** Permit issued 10/27/16 for new Primrose Hill Development. Progress inspection 11/22/16.
- **Primrose Hill (#BLD17-0052 - 52 Primrose Hill Lane)** – Permit issued 6/19/17 for first home in new development. Insulation inspection passed 9/15/17. Progress inspection 11/17/17. Wall pour inspection passed 12/11/17.
- **Primrose Hill Development (61-73 Primrose Hill Lane - BLD17-0044 – BLD17-0050)** Permits issued 11/29/17 for first 6 townhouses. Wall check survey passed and slab inspection passed 12/21/17.
- **R.E. Robertson Plumbing & Heating (1829 George Avenue -BLD17-0059)** Permit issued 11/7/17 for addition. Slab inspection passed 12/1/17.
- **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 12/1/16.
- **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No construction to date.
- **Spa Creek Stream Restoration Project (#GRD15-0019)** - Permit issued 5/10/2017
- **Stanton Center (92 W. Washington Street – #BLD15-0527)** Permit issued 8/31/2016 for minor interior work. Progress inspection passed 6/14/17.

- **Starbuck's (122 Main Street #BLD17-0328)** Permit issued 8/7/17 for tenant fit-out. Ceiling close in passed 12/8/17.
- **122 Main Street #(BLD15-0395)** Permit issued 2/12/16 for new commercial building. Construction under shell permit complete, waiting on tenant fit out permit.
- **Starbucks (970 Bay Village Drive – #GRD17-0031)** Permit issued 11/3/17 for new commercial building.
- **Starbucks (970 Bay Village Drive - #BLD17-0458)** Permit issued 11/6/17 for tenant fit-out.
- **Starbucks (970 Bay Village Drive – #BLD17-0459)** Permit issued 11/6/17 for new commercial building. Footing inspection passed 12/18/17.
- **Severn House Condominiums (#DEM17-0054 - 768-774 Fairview Avenue)** Permit issued 12/5/2017 to remove fire debris.
- **St. John's College (#BLD17-0272 - 60 College Avenue)** Permit issued 6/28/17 for alterations to McDowell Hall. Framing, ceiling close in and shaft wall inspections completed Nov. 2017. Shaft wall inspection passed 12/28/17.
- **T-Mobile (958 Bay Ridge Road –BLD17-0548)** Permit issued 11/14/17 for tenant fit-out. Framing inspection passed 12/13/17.
- **Thuy Trang Thi Duong (#BLD17-0502 - 108 Old Solomon's Island Road, #7)** Permit issued 12/7/2017 for tenant fit-out for a new nail salon.
- **Timothy House & Gardens** – Permits issued 2/14/2017 for grading & renovations to units.
- **W&P Nautical (#BLD17-0094 - 311 Third Street)** – Permit issued 6/15/17 for fire damage restoration. Plumbing ground work approved 11/27/17.
- **West Street Condominiums (#GRD17-0019 - 141 West Street)** Permit issued 12/4/2017 for new mixed use commercial and condominium building.
- **400 & 406 Chesapeake Ave (#GRD15-0042)** Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspection done 11/30/16.
- **400 & 406 Chesapeake Ave (#BLD15-0557)** Permit issued 3/18/16 for new building. Partial framing inspection passed 11/01/17.
- **110 Compromise Street (Formerly Fawcett's - #BLD16-0289)** Permit issued 8/30/16 for renovation and addition. Footer inspections passed 8/10/17. Slab inspection passed 12/18/17.
- **706 & 712 Giddings Avenue (#BLD16-0446)** Permit issued 3/2/17 to expand & modernize the building. Partial framing passed 9/27/17. Shaft wall inspection passed 11/07/17. Framing inspection passed 12/8/17.

- **1415 Forest Drive (#BLD16-0772)** Permit issued 3/31/17 to add to 2-story mercantile/office building. Building footing inspection 4/5/17.
- **1750 Forest Drive (GRD16-0025-Grading at Former MAIF Building)** – Permit issued 11/3/17.
- **1750 Forest Drive (BLD17-0369 -Former MAIF Building)** Permit issued 11/7/17 for addition/alterations.
- **Formerly City Rec Center Building (#BLD16-0782 - 9 St. Mary's St)** - Permit issued 5/5/17 to construct new condos. Wall pour and footing inspections 11/20/17. Garage slab inspection passed 12/20/17.

Planning Activity

Comprehensive Planning

- Dec. 5: Attended Como Ayudo a Mi Hijo/How Do I Help My Child for public outreach
- Dec. 6: Met with members of the Annapolis Conservancy Board
- Dec. 12: Public workshop for Forest Drive/Eastport Sector Study held at PMRC
- Dec. 13: Met with members of the Annapolis Conservancy Board and Annapolis Environmental Commission to discuss AACO's Long Range Park and Recreation Plan.
- Dec. 14: Attended AACO meeting for Parole Towne Center Plan
- Dec. 18: Attended a meeting at MDOT on new project scoring procedure
- Dec. 19: Monthly BRTB meeting in Baltimore
- Continued work on Cultural Hazard Mitigation Plan

Current Planning

Monthly News/New Projects:

- Appeal (APL2017-008) for Eastport Plaza, LLC, to the decision rendered by the Planning and Zoning Director in letter dated December 7, 2017, from C. Pete Gutwald to Alan J. Hyatt, regarding ADM2017-013, believing that such decision is contrary to provisions of the Annapolis City Code, including Section 21.30.030 etc., that such decision impermissibly relates to ADM2017-013 to APL2017-004, APL2017-006 and PD2016-002, and that such decision is contrary to the laws of the City of Annapolis, the rights of the City of Annapolis administrative applicants and the rights of the City of Annapolis property owners; "The Lofts at Eastport Landing", located at 915 Chesapeake Ave.,
- Special Exception (SE2017-008) & (SDP2017-066) for Teddy Bear II, LLC, to redevelop the existing office building into 9 residential condominium units, and architecturally appropriate enhancements to the buildings exterior, located at 51 Franklin St.,
- Special Exception (SE2017-007) & (MSD2017-002) for 17 Annapolis Street, LLC, "Flamant restaurant" to expand the existing standard restaurant by adding 25 new seats. The application includes a Minor Site Design Plan for a building addition, located at 17 Annapolis St.,

- Res. Neighborhood Conservation (RNC2017-0001) for Denis and Valerie Ryan, for an R2NC Site Design Review for both interior renovations and two new roof dormers, located at 30 Chesapeake Ave.,
- Variance (VAR2017-016) for George Zeberlein, to vary the waterway yard setback to allow the construction of new level to the existing house, located at 30 Williams Dr.,
- Zoning Certificate (ZC2017-050) for Roger Baxter to replace driveway and add a patio with retaining wall, located at 7 Murray Ave.,
- Variance (VAR2017-017) for US Bank National Assoc., to the minimum lot size and lot width, to maintain two of the existing four dwelling units, located at 153 Prince George St.,
- Subdivision (SUB2017-009) for Backstop, LLC, for a consolidation plat, located at 1503 Forest Dr.,
- Buffer Management Plan (BMP2017-005) for removal of 5 hazardous trees, located at 799 Fairview Ave.,
- Res. Neighborhood Conservation (RNC2017-001) for Carol & Vincent Martorana, to demolish an existing single-family structure and build a new single-family structure (3,230 sf, 2-story over a basement), located at 422 Third St.,
- Port Wardens (PORT2017-028) for Brett Davis & Jessica Travasti, to install a 6' x 36' pier; 10' x 20' platform; 4 mooring piles & boat lift; and 160 LF revetment, located at 1001 Moss Haven Ct.,
- Port Wardens (PORT2017-029) for John Burks, to modify an existing community pier; extend finger piers to meet existing channelward poles, add poles, widen finger pier, add 2 PWC lifts and place a 10' x 20' floating kayak platform, located at 8 Little Harbor Way,
- Port Wardens (PORT2017-030) for Gregory Ostrowski, to install 6' x 80' pier with 10' x 14' platform; 4 lift piles with 2 lifts; a 3' x 10' catwalk with 1 mooring pile and 1 PWC lift, located at 405 Monterey Ave.,
- Planned Development (PD2017-002), Subdivision (SUB2017-010) & Forest Conservation Plan (FCP2017-008) for Parole Place, LLC to redevelop the existing strip commercial center with a special mixed planned development, including: a 4-story mixed-use building with 30,00 sq.ft. ground-floor commercial, underground parking and 90 dwelling units above; 41 townhomes sited along Old Solomons Island Road and 27 townhomes sited along Forest Drive, including 12% for-sale MPDU's and 6% rental MPDU's, located at the intersection of Old Solomons Island Rd. & Forest Dr.,

Major Planned Actions:

- Planning Commission, January 17, 2018:
Public Hearings and Deliberations:
1.
Work Session:
1. Forest Drive/Eastport Sector Study
- **Board of Appeals, January 17, 2018:**
Public Hearings:
1. SE2017-006 Special Exception Application by Mi Lindo Cancun, LLC, business owner and Karol Hazard, property owner for special exception approval to add a six seat bar; live entertainment and hours of operation until 2:00 a.m. for a standard restaurant on the property located at 2134 Forest Dr.,
2. SE2017-007 Special Exception Application by Flamant, LLC, business owner and 17 Annapolis Street, LLC, property owner for special exception approval to expand an existing standard restaurant on property located at 17 Annapolis St.,
- **Board of Appeals, January 30, 2018**

Public Hearings:

1. APL2017-004 Appeal by The Concerned Citizens Work Group and their members – William Reichhardt as spokesman and individual capacity as Eastport citizen, from the administrative decision and findings issued by the Director of Planning and Zoning, dated July 14, 2017, related to determining density for the Special Mixed Planned Development application, PD2016-002, “The Lofts at Eastport Landing,” located at 915 Chesapeake Ave.,
2. APL2017-006 Appeal by Solstice Partners, LLC, SPRE Eastport, LLC, and Eastport Plaza, LLC, owner, from the administrative decision and findings issued by the Director of Planning and Zoning, dated July 14, 2017, related to determining density for the Special Mixed Planned Development application, PD2016-002, “The Lofts at Eastport Landing,” located at 915 Chesapeake Ave.,

Community Development

Community Development Block Grant

Received 12 CDBG applications totaling \$328,550. The following organizations submitted applications: Anne Arundel County Community Action, Blessed In Tech Ministries, Center of Help, Light House Shelter, OIC, OHLA, Restoration Community Dev. Corp., Arundel Lodge, Universal Lodge #14, Housing Authority and the City’s Housing Rehabilitation Program. The City expects to get the same CDBG allocation of \$230,000 as last year.

Prepared CDBG application review packet for the Housing and Community Development Committee. Packet contains all CDBG applications, selection factors, schedule for the public hearing, and schedule for the approval process.

Provided technical assistance to HACA and the Universal Lodge on completing their CDBG applications.

Completed other CDBG program financial disbursements and administrative activities.

Continued working with BMC on the Fair Housing Assessment required by HUD. Attended a briefing for local governments on the process.

Stanton Center CDBG floor project was completed and invoices paid. Proceeding to having Stanton Center painted with remaining CDBG funds.

Clay Street

Continued helping Town Pines Court HOA to remove abandoned vehicles on its property.

MPDU Program

Completed policies and procedures for a closing cost and down payment assistance program for first time homebuyers with incomes at or below 100% of median income. The program will be financed with MPDU payment in lieu fees in the Homeownership Assistance Trust Fund. The proposed program is under internal review.

Continued work on a MPDU Program policies and procedures manual for applicants, developers and builders. Manual will include all forms, policies and procedures for those developers/builders required to provide MPDUs and for individuals and families applying to participate in the program. All the information is now available in the city code and on the CD Division website but not all in one document.

Completed annual monitoring of Bell Annapolis at West, formerly the Point at Annapolis and 1901 West. Reviewed files to assume income recertification was being done correctly etc. Sent them a letter requesting copies of missing information. They have until January 31, 2018 to provide the info.

Homeless

Attended the monthly Partnership to End Homelessness meeting which centered on completing the Homeless Point in time survey in January and developing a program to provide incentives to landlords to take families and individuals with poor credit. Researched programs and provided information on existing programs to the Board. Also discussed gatekeeping process for referral to shelters as prescribed by HUD. Deadline for having a coordinated assessment is January.

Misc.

Continued discussions with HACA and Anne Arundel Community College to set up a Certified Nurses/Geriatric Assistant training program at HACA. Working on finding space at HACA and funding which requires \$2,600.00 per trainee.

Attended the following meetings:

- HACA Commissioners Meeting
- Eastport Working Together
- Fair Housing Briefing
- Anne Arundel Affordable Housing Coalition annual meeting
- Housing and Community Development Committee
- Homeless Leadership

Completed Housing and Community Development Committee Annual Report.

Historic Preservation

Administrative approvals issued - 19

Total estimated costs of approved applications - \$122,118.00

Private - \$122,118.00

Public - \$0

Public Hearing approvals issued - 2

Total estimated costs of approved applications - \$97,000.00

Private - \$97,000.00

Public - \$0

Economic Development

- Provided 33 start-up, retention and growth support services for businesses and nonprofits to: connect them with potential loans/investors; determine Historic and Arts District Tax Credits; provide no-cost business consultation; locate space; conduct market research; resolve parking, permitting and signage issues; stage ribbon-cuttings; and develop workforce
- Updated the City's New and Expanding Businesses List and Vacancy Reports (both downtown and citywide)
- Developed initial business email list for the new Economic Development newsletter
- Began preparing media lists for economic development related public relations efforts
- Began crafting a plan and class descriptions for a joint DAP/PNC/City 2018 Financial Fitness Workshop Series
- Began developing process for property owners applying for Arts District Property Tax Credits
- Updated economic development web pages (both City and AAEDC) with helpful content and corrected broken links
- Participated in 38 meetings and events with city departments, SMBE Liaison and business support organizations to align economic development, events and/or marketing strategies:
 - Economic Development Transition Team (met with Chairman)
 - Business Leaders Meeting (led monthly meeting, including creating an agenda, scheduling speaker and providing a summary newsletter follow-up with pdfs of handouts)
 - AAEDC (attended weekly staff meetings and the Hispanic Business Leaders Panel Discussion; obtained ongoing support and resources for City businesses; met regarding new maritime website pages)
 - AA County Maritime Industry Advisory Board (attended monthly meeting)
 - Downtown Annapolis Partnership/Inner West Street Associations (participated in Board and ad hoc support meetings)
 - SCORE (discussed potential grants to conduct 2018 business workshops)
 - Planning & Zoning (attended various ad hoc meetings)
 - SP+ (attended weekly meetings to address business concerns)
 - Mayor's Office (met regarding international business program with Niteroi, Brazil; discussed feasibility of filing a joint City-County No Discharge Zone application)
 - Fire/OEM (business rep to Sprinkler Workshop)
 - Assist with shepherding (including reviewing/editing reports, conference calls, meetings, etc.) studies/initiatives underway, each of which has economic development impacts
 - Joint City-County Maritime Industry Strategic Plan
 - Forest Drive/Eastport Sector Study
 - Historic and Cultural Heritage Economic Assessment
- SMBE Office Activity
 - Researched and prepared tools intended to improve business' experience with the City:
 - Drafted a template for new Economic Development Newsletter to increase outreach to the community
 - Drafted new templates for business welcome letters and 2-year anniversary letters
 - Sent 7 new business welcome letters and 2-year anniversary letters
 - Translated "Creating a Business in Annapolis" into Spanish for the Hispanic Business Leaders Panel Discussion and City website
 - Prepared PowerPoint to present to local business associations to raise awareness of Annapolis and AAEDC services

- Researched Vacancy Property Registration Ordinance
- Reviewed existing Grease Trap code
- Researched ways to provide assistance to industries that capitalize on Annapolis' strengths:
 - UMD Maritime Study's recommendations to potentially establish a Maritime Development Authority and Maritime Makerspace in Eastport
 - Historic and Cultural Heritage Economic Assessment
- Participated in 13 economic development related meetings and events:
 - December Business Leaders Meeting
 - Mayor's Office - Niteroi, Brazil Program (12/18)
 - AAEDC Bank Alliance Annual Meeting (12/7)
 - (4) business-assistance meetings
 - (4) SP+ parking meetings
 - Forest Drive/Eastport Sector Study Public Meeting (12/12)
 - Hispanic Business Leaders Panel Discussion (11/25)

Recreation & Parks

Administration

- The Recreation and Parks Department is still asking for patience as we undergo the transition to the new Civic Rec software. The software will not allow online registration yet.
- Director Trader and staff met with key players to decide how to handle the Snow Policy when City Offices are closed and the Rec Center opens.

Marketing

- Submitted 11 entries to the MRPA Agency Showcase 2018 Marketing and Communications Awards 12/12
- Member Guest promotion "one free visit" (offered 12/20-12/31, guest pass valid through 1/31/18)
- Promotion of winter 2018 program registration
- Camps rebranding (initial) meeting with recreation staff 12/14
- Meeting with new COA PIO Susan O'Brien 12/18
- Continued updates on social media, REACH display, PMRC street sign throughout the month
- Continued updates to ARPD web pages and calendar
- WNAV 1430 AM Ravens pocket schedules distributed at PMRC
- ARPD (sponsor) mention on WNAV 1430 AM during Ravens games broadcasts
- Multiple social media posts (Facebook, Twitter, Instagram) for promoting: new fitness classes starting in December, youth basketball registration deadline, new Youth Rec Room opening, new ARPD Play Day in December, Kids Day In in January, etc.
- E-News sent on 12/6 12/13 12/20 to 5,800+ e-mail addresses each time
- Facebook – increased page views by 45%, likes by 20%, followers by 15%
- Twitter – 19 tweets with 5,919 tweet impressions, 319 profile visits, 26 new followers, 5 mentions
- Attended Mayoral inauguration 12/4
- Multiple updates to the REACH display screen messaging

- Updates to the PMRC street sign messaging
- Started design re-do of ARPD flyer templates (to rollout in January 2018)
- ARPD January newsletter created
- Continued promotion of Modell's Team Weeks fundraiser for 12/1-1/25
(Modell's fall fundraiser brought in \$183 for the Scholarship Fund – *still waiting on check*)
- submitted January ad for Idle Time Advertising (IDA)
- submitted January ad for Chesapeake Family Magazine (CFM)
- submitted January ad for What's Up? Annapolis Magazine (WUA)

RECREATION

Stanton Center

- Maryland Food Bank Pantry continues on Thursdays at the Stanton Center
- Zastro Simms Youth Basketball League had game nights on Wed. & Thurs.
- Elevator was inspected on 12/27/17
- Homework Club had a holiday party at the Annapolis Waterfront Hotel 12/20/17
- Winter Relief started 12/26/17 and continues throughout the cold nights.
- 18 events were held at the Stanton Center
- 22 meetings were also held at the Stanton Center
-

Fitness

- Fitness class participants 1,609
- Personal Training Hours 53
- Spoke to a Community Health Class at AACC
- Planned for art exhibit on Jan 25th
- Planned Art Banners for Pip Moyer facade
- Planned for Summer concert series 2018

Athletics

- Finished Fall Adult Volleyball League
- Started youth Basketball program (39 Teams, 3 clinics, 6 leagues, 5 locations)
- Program Revenue = \$10,101.00
- Rental Revenue = \$8,073.75
- Winter class registration finalizing and class planning (20 classes, 6 leagues)
- Collection and preparation for spring permits
- Summer Camp planning continued

Camps and Classes

- Fall dance classes ended with a mini-recital for each class.
- All Latchkey employees were required by Maryland Office of Child Care to take a Basic Safety and Health Course.
- Winter preparation of classes.
- Summer Camp planning and re-branding.

- Latchkey Tax Receipts for the Year.

Parks

- The Parks, supplied tables and chairs for the parade.
- Made repairs and painted, stripped and waxed floors and cleaned carpets at Annapolis walk. We started working on equipment maintenance on all of the mowing equipment for spring start up.
- Crews responded to several snow/ice events.
- Started making repairs to Collison Snack Bar and painted the interior.
- Crews will be starting to make repairs / grading the infield on Collison Field.
- Completing our grant funded projects.
- Pest control came in and did a treatment in meeting room 1.
- Children vandalized the Aux Gym they were suspended from the building for 30 days.
- Christmas party and soccer tournament went well.

Harbormaster

- The Harbormaster's Office planned and executed an outstanding Lights Parade on December 9th, despite frigid temperatures and significant snow.
- Harbormaster employees planned and completed waterside fireworks for New Year's Eve. Fireworks were shot from the main mooring field, just in front of Susan Campbell Park this year. This location was an improvement over the former location off of the northeast corner of the Navy Seawall.
- DNR gave initial approval to repower Pump-Out Boat #1. Staff is gathering estimates to convert her to outboard power--quieter, more cost effective and more reliable power.
- The Harbormaster met with other City officials to discuss Annapolis waters becoming a No Discharge Zone
- The Annapolis Harbormaster entered our truck and new Everglades boat in the Military Bowl Parade. The Chick Fil A cow rode inside the boat.

Transportation

Monthly News

- Provided a "barrier" bus for public safety at the Chocolate Festival.
- Provided senior transportation for Mayor's Holiday Senior Luncheon.
- Military Bowl – Provided bus for elected officials and other dignitaries; staged a "warming" bus for parade attendees. The bus was used by over 40 guests.
- First Night - Staged a "warming" bus for guests. Bus was positioned near the Harbormaster's office from 5 pm-12:30 am. Over 50 guests used the bus.
- Meetings staff participated in include:
 - Baltimore Regional Transportation Board (BRTB) meeting;
 - Transportation Association of Maryland (TAM) Board meeting;
 - OEM planning session for Military Bowl;

- ADOT monthly operations meetings' participants included drivers, transit supervisors and maintenance technicians.
- New City Council orientation/presentation.
- Attended Central Maryland (AA County) Transportation development Plan review meeting.
- Conducted "Community Walkthrough" with Ward One Residents Association President.

Activity Report

Transit Operations

Table 1. December 2017 Unlinked Passenger Trips

Route	December 2017	December 2016	% Change
Red	4,748	5,207	-8.82%
Yellow	1,666	2,278	-26.87%
Green	7,957	6,274	26.82%
Orange	1,103	1,604	-31.23%
Gold	1,912	1,851	3.30%
Brown	6,481	6,217	4.25%
Purple	1,948	2,368	-17.74%
Circulator	4,004	2,290	74.85%
State Shuttle	2,927	2,987	-2.01%
Paratransit	251	256	-1.95%
Total	32,997	31,332	5.31%

Table 2. December 2017 Farebox Revenue

Route	December 2017	December 2016	% Change
Red	\$6,085	\$7,379	-17.54%
Yellow	\$808	\$1,483	-45.52%
Green	\$9,884	\$10,251	-3.58%
Orange	\$1,562	\$2,033	-23.17%
Gold	\$2,173	\$2,550	-14.78%
Brown	\$8,382	\$9,648	-13.12%
Purple	\$2,593	\$2,705	-4.14%
Circulator^^	\$0	\$433	-100.00%
State Shuttle**	\$387	\$550	-29.64%
Paratransit	\$626	\$840	-25.48%
Total	\$32,500	\$37,872	-14.18%

^^ Free since July 1, 2017 **Excludes fares from State employees

Service Hours and Service Miles

Total Service Hours in December 2017: 14,512 hours

Total Service Miles in December 2017: 46,777 miles

On-Time Performance (OTP):

ADA Paratransit Service: OTP for paratransit service was 100%. There were nine (9) cancellations and three (3) no-shows.

Fixed routes OTP was 85% based on 45 observations.

Preventive Maintenance:

- Ten (10) scheduled preventive maintenance services were completed on time.
- There were nine (9) documented road calls.

Parking

Table 3. Parking Garages, Vehicles Parked & Revenue – December 2017

Garage/Lot	Vehicles Parked	Revenue
Gotts	19,121	\$150,052
Hillman	23,089	\$186,616
Knighton	4,659	\$33,230
Park Place**	Not Available	Not Available
South Street Lot	1,226	\$12,823
Larkin Street Lot	148	\$11,710
City Dock Lot^^	8	\$775
Total	48,251	\$395,206

**Managed by Towne Park ^^City Dock lot monthly program only

Table 4. On-Street Parking - December 2017

Citations	635
Citation Revenue	\$33,550
Meter Transactions	1,628
Meter Revenue	\$4,467

Overtime and Leave (sick, vacation personal, etc.) Hours

Sick, vacation, personal, FMLA/Short-term disability leave and vacant positions are the main causes of overtime, particularly in transit operations. There was no overtime in Administration. Below are the overtime and leave hours by division for the period November 29, 2017 through December 27, 2017.

Table 5 Summary of Overtime and Leave Hours – 11//2917 – 12/27/2017

Division	Overtime	Leave (sick, vacation and personal, etc.)
PEO	0	40
Transit Operations-Drivers only	214.5	430.5
Transit Supervision	64.5	16
Vehicle Maintenance	33.25	48
FMLA/Short Term Disability Leave Hours		80

